

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0233625	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Program Consultant (PC) TANF Initiatives Manager			
3. Division Family Services		12. Proposed Class Title			
4. Section Economic and Employment Services	For Use By	13. Allocation		Position Number	
5. Unit Strengthening Family Services		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. % Regular	Personnel	16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		Office	17. Audit Date: By: Date: By:		

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Karen Beckerman	Public Service Executive III	K0047316
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Karen Beckerman	Public Service Executive III	K0047316

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed independently with considerable latitude for making decisions based upon general direction developed within EES leadership and federal and state laws. Deadlines are stated and work is assigned orally and/or in writing with a description of outcomes desired. Employee is expected to exercise good judgment, demonstrate initiative, and prioritize work according to criteria established.

Errors in actions or decisions could result in incorrect implementation of program policies and failure to provide proper notification to impacted field staff and/or initiative partners. Not implementing and/or reporting a federal requirement could result in major loss of federal dollars. Limited resources may not be maximized if systems are not developed to meet goals and eliminate duplication.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPPA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
40%	E	<p>Responsible for the management of Temporary Assistance to Needy Families (TANF) grant funded services provided through grants and/or contracts to communities statewide. Develops, implements, and evaluates policies, practices and outcomes for grant funded programs to ensure funding is aligned with the TANF purpose areas and families are served. Develops competitive Requests for Proposals regarding TANF funded Programs. Monitors TANF funded programs including contracts, grants, and/or MOUs with partnering state agencies. Researches, develops, and recommends applicable implementation of new policies and procedures for delivery of services statewide. Identifies goals and determines best program options and initiatives to meet these goals in accordance with client needs, staffing availability, federal guidelines and agency priorities. Develops operating and program plans and manages resources based upon these identified goals for TANF funded initiatives. Responsible for the operationalization of those plans, and issues written and verbal communication to EES Administration, community partners, grantee/contractors and when applicable to administrative and management staff in the field.</p>
35%	E	<p>The work involves direct oversight of programs and major TANF funded grant activities to ensure all policies, procedures, and reporting requirements are met. Responsible for disseminating and overseeing compliance with the rules and regulations of the federal program, monitoring programs and services offered; and managing the expenditure of funds by grantees, sub-grantees and contractors outlined within the state plan. Researches, analyzes, and develops recommendations; program policy and procedures; and testimony for Agency Leadership and the Legislature for related TANF programming. Conceives and develops special project efforts to analyze, redesign and/or establish new program design, goals, staffing patterns, communication flaws and problem-solving methods. Develops program performance standards, identifies areas needing improvement, institutes corrective action and evaluates results. Desk Program Audits and Site-Visits to Grantees will be required.</p>
25%	E	<p>Manages new initiatives as assigned for TANF funded programs with the public/private sector, other agency managers and with outside agencies and groups to ensure achievement of mutual goals, program integrity and effective service delivery. Collaborates with the local, state and federal agencies, such as Administration for Children and Families, other state agencies, other DCF divisions, and partnering businesses, and organizations. As applicable, collaborates with Regional EES Field Program Administrator's (PA's) in program and policy implementation and management to maintain uniform policies and evaluation methods</p>

and to prevent errors and inefficiencies. Communication and direction is provided through individual and group consultation, correspondence, bi-monthly EES PA management meetings, policy manual, and other official communication. Determines training needs and priorities and directs implementation of identified training when needed.

Collaborates with EES Program managers to assist with Strengthening Families activities within EES. Provides planning, direction, oversight, and participates in team decision making for other EES projects for outreach, resource development, and partnership building in the areas impacting TANF families and services. Serves on local and statewide committees and Advisory Boards as assigned. Represents the agency and serves as a spokesperson at national, regional, state and local conferences and meetings. Accepts special assignments and provides consultation on program issues including special research and pilot projects or initiatives as assigned.

Other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ☐ () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ☐ () Plans, staffs, evaluates, and directs work of employees of a work unit.
- ☐ () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- ☐ () Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ (X) Major program failure, major property loss, or serious injury or incapacitation.
- ☐ () Loss of life, disruption of operations of a major agency.

Please give examples.

The implementation of programs is dependent on the planning and design of the implementation strategy and could result in program failure. Failure to develop and monitor TANF Funded Programs and Initiatives within the rules of the federal program, disseminate accurate information that govern the overall administration of the programs and manage the expenditures of the funds by the program, sub-grantees and contractors could result in major loss of federal dollars and impact services to TANF recipients.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contacts, interactions and coordination with the public/private sector, contractors, other agency managers and with outside agencies and groups to ensure achievement of mutual goals, program integrity and effective service delivery. Interacts and collaborates with federal agencies, and other state and national groups.

Interacts with and advises agency of emerging issues affecting the programs administered by the agency to identify or develop course of action and recommend solution as appropriate.

This position requires working with the public, and with a wide range of employees and public officials. Public and group facilitation is required.

Possible stress related to meeting deadlines for work products. There may be visual and physical discomfort from using computer equipment and other office equipment.

Must be able to carry 25 lbs. (materials, booklets, etc. as needed). Position requires in state and possible out of state travel.

There may be visual and physical discomfort from using computer equipment.

Normal hazards and risks associated with work in an automated office environment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer and related software, fax machine, telephone and printer will be used daily.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

One year of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Preferred Education: Bachelor Degree in a social service or related field.

Licenses, certificates and registrations

Must maintain a valid driver's license.

Special knowledge, skills and abilities

Preferred skills and knowledge: Knowledge of TANF and other benefit programs and federal regulations. Group facilitation skills. Experience with WORD and EXCEL software including the ability to create forms, tables, and spreadsheets.

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date